



Meeting Minds meeting format:

## Format of Meeting.

7:00 am – 7:15 am Arrival and Networking

7:15 am - 7:20 am Introduction of Meeting Minds to Members and Visitors

7:20 am - 7:30 am Introductions (60-second introductions by each member followed by the introduction of any guests)

7:30 am – 8:00 am Member Presentation ( or visitor presentation) Q & A's

8:00 am – 8:10 am Business Education

8:20 am – 8:30 am Referrals, Closed business, Catch ups. ( Fortnightly - Selection of next Chair Persons and Education Officer)

The fourth Meeting of each month is open for a guest visitor presentation.



## Notes for the Chairperson.

### 7:00 am – 7:15 am Arrival and Networking

As the Chairperson you will be responsible to see that everyone is seated by 7:15.

You must stand up each time to address the group.

### 7:15 am - 7:20 am Introduction of Meeting Minds to Members and Visitors

Introduce yourself and let people know you are chairing today's meeting.

Welcome any visitors.

Read aloud the following:

*Welcome to Meeting Minds.*

*Please make sure all mobile phones are switched off or put on silent.*

*We ask you to not take or make calls during meetings unless the matter is urgent.*

*Meeting Minds has been established to provide business owners with the opportunity to grow their businesses.*

*We do this by building trusted relationships with the other members of our group. Relationships and trust take time to build, and for this reason we do not expect our members to have to bring a referral or do a catchup every week. Referrals will come in time, but only if you deliver the service you say you do and help those around you grow their businesses by being active in your networking, and providing genuine referrals to others.*

*Our moto is "By growing others we grow ourselves".*

*We do this because we not only get opportunities to receive referrals, but we become better business owners.*

**7:20 am - 7:30 am Introductions** (60-second introductions by each member followed by the introduction of any guests) Ask all persons to stand when they present themselves. Make sure there is no chatter.

We will now do our 60 seconds. This is where we present who we are, what we do and the name of our business.

Visitors I would ask you to wait until last, when the member who invited you will introduce you. Please keep to 60 seconds.



**End of 60 seconds**

Visitors please pass your business cards around the table. Members please check you have sufficient cards in the business card box as it comes around.

**7:30 am – 7:55 am Member Presentation ( or visitor presentation) Q & A's**

*Todays presentation will be given by .....*

The member should keep their talk to 10 minutes. Wind them up if you have to and then invite questions ensuring you keep control of the group. One person talking at a time.

**Wind this up by 7:55 am sharp.**

**7:55 am – 8:05 am Business Education**

*I will now call upon ..... To deliver the business education session.*

Keep this to 5 minutes of talk and 5 mins of Q&A

**8:05 am – 8:20 am Referrals, Closed business, Catch ups and general business**

*We will now go around the table and report on closed business and catchups.*

*Please make sure you have put them into the reporting system.*

**At completion of reports ask the group about topics for the next education session.**

*What topic or business question would you like answered at the next meeting?*

*The subject can be around an aspect of business you would like to know or have heard about that you need some clarification on.*

*If the subject is technical the Education person may approach a member for assistance in providing an answer. Please be aware the Education person cannot provide any forms of legal advice.*

If it is the second week you have been the Chairperson, then ask or appoint a new chairperson and Education person for the next two weeks and ensure there is a speaker for the next week or few weeks.

Close the meeting.

*This meeting is now closed.*

*I would like to thank the visitors for coming along today.*

*You are welcome to come back again. There is no pressure on you to join. You will only do so if you feel this is a good fit for you.*